

## **MEETING MINUTES**

CITY OF MILPITAS  
LIBRARY ADVISORY COMMISSION  
MILPITAS PUBLIC LIBRARY, CONFERENCE ROOM, 160 N. MAIN ST.

**7:00 PM – September 21, 2015**

- I. Call to Order and Roll Call** Chair Estioko called the meeting to order at 7:00 p.m.  
Commissioners Present: Aoalin, Chou, Estioko, McDonald (alternate), Pham, Phan, Stephens  
Absent: Mateo (alternate), Wang  
Library Staff Present: Stephen Fitzgerald, Nancy Howe  
City Staff Present: Tim Wong  
Council Member Present: Vice Mayor Montano
- II. Seating of Alternates** Alternates seated: McDonald
- III. Pledge of Allegiance** Chair Estioko led the Pledge of Allegiance.
- IV. Approval of Minutes** **Motion** to approve the minutes of May 18, 2015 as submitted.  
M/S: Aoalin/Chou  
Ayes: 7  
Noes: 0
- V. Announcements Correspondence**
- VI. Public Forum** No speakers
- VII. Adoption of Agenda** The agenda was amended to add Donations to the Milpitas Public Library as item number 7 under Other Business.  
**Motion** to approve agenda for September 21, 2015 as amended.  
M/S: Chou/Aoalin  
Ayes: 7  
Noes: 0
- VIII. Unfinished Business**
- 1. 2015 Essay Writing Contest**
- Mr. Fitzgerald said the City Council approved the \$3,200 request for money to purchase supplies and prizes for the contest. There are some final preparations that need to be done such as finalizing the judges list and having a set of criteria for judging. However, for the most part, everything is ready for the contest. There will be three sets of judges and there was discussion on how to judge the essays efficiently to lessen the time needed to judge each essay.

The contest officially begins on November 25<sup>th</sup>, with the opening of the exhibit, and entries are due on December 13. There will not be an opening ceremony but there will be substantial outreach and publicity. City staff will be responsible for reimbursement of prize expenditures. Mr. Fitzgerald will provide the receipts.

The winner's ceremony will be on December 20 at 2:00 pm.

## **IX. New Business**

### **1. 2016 Work Plan Presentation to City Council on October 20<sup>th</sup>**

Commissioners reviewed and updated the 2016 work plan for the LAC presentation to City Council on October 20. The LAC reviewed a past work plan for reference. The LAC made some revisions to the existing tasks including attendance of a "local" library conference and attending a "County" Commissions Forum. New tasks were added consisting of: 1) celebrating National Library Week, 2) supporting the three Friends of the Library book sales and 3) coordinating with the Community Advisory Commission to participate in the CAC's Make A Difference Day event.

## **X. Other Business**

### **1. Friends of the Milpitas Library Report**

Commissioner McDonald requested assistance for the upcoming book sale and said any assistance received would be greatly appreciated.

### **2. County Librarian Report**

Nancy Howe said that on July 1 the library stopped charging a fee for non-residents to get a library card. 1,403 non-residents applied for a library card. The Milpitas library is 2<sup>nd</sup> in County in terms of non-resident usage.

### **3. Community Librarian Report**

Mr. Fitzgerald summarized his report. Basically, the numbers have increased in all categories.

### **4. City Council Report**

Vice Mayor Montano reported on the City Council actions on Serra Center, the Sports Complex, and the park discussions.

### **5. City Staff Report**

Staff did not have any items to report

### **6. Future Agenda Items**

The LAC requested to place an item on the agenda to have a discussion about the LAC budget.

### **7. Donations to the Milpitas Public Library**

Mr. Fitzgerald announced a \$2,500 donation to the Milpitas Library from the Consulate General of the Republic of Korea and submitted a spending plan.

**Motion** to accept the donation and approve the spending plan.

M/S: Chou/Phan

Ayes: 7

Noes: 0

**XI. Adjournment**

There being no further business, Chair Estioko adjourned the meeting at 8:20 p.m. to the next regularly scheduled meeting on November 16, 2015 at 7:00 p.m.